**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** | |
| Job Title: | Professional Development Lead – Dementia and Falls Prevention |
| Responsible to (insert job title): | Head of Nursing (Acute Services Division – Corporate) |
| Department(s): | Nursing Directorate |
| Directorate: | Nursing Directorate |
| Operating Division: | Acute Services |
| Job Reference: |  |
| No of Job Holders: | 1 |
| Last Update (insert date): | April 2025 |

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| **2. JOB PURPOSE** |
| The provision of professional support and advice to clinical staff within Acute Services on all aspects of care for people with dementia and those at risk of falls. This includes reviewing, monitoring, developing, and implementing the most effective clinical practices for both dementia care and fall prevention.  The postholder will lead and facilitate the design and delivery of training programs for continuing professional development on dementia, fall prevention, and related topics, ensuring pre- and post-registration educational requirements are met.  Additionally, the postholder will be involved in developing and implementing projects at the local level, often linking with national projects and initiatives aimed at improving care for individuals with dementia and those at risk of falls. The postholder will be responsible for leading and facilitating work across NHS Fife’s Acute Services within this field. |

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| **3. DIMENSIONS** |
| The role of the Professional Development Lead – Dementia and Falls Prevention is to provide support, education, and development for staff within Acute Services at NHS Fife, focusing on both clinical practice areas and training facilities.  As an experienced practitioner, the postholder will lead and facilitate practice and professional developments to support staff in making necessary changes in their practice, required by both the profession and service. This post will contribute towards the implementation of related local and national dementia and falls prevention strategies and standards.  The foundation of the role is the promotion of clinically effective, evidence-based practice in caring for people with dementia and those at risk of falls. The postholder will ensure that staff are encouraged to seek and actively utilize the best available evidence to ensure safe and effective patient care is maintained. This will also involve linking closely with relevant partners and services across Fife and wider NHS Scotland (e.g., NHS Education for Scotland, NHS Healthcare Improvement Scotland, Alzheimer Scotland, and Fall Prevention Networks).  The postholder will also be involved in NHS Fife and nationwide projects, as well as leading and facilitating developments on behalf of the Head of Nursing for Acute Services (Corporate). |

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| **4. ORGANISATIONAL POSITION** |
| **Director of Nursing (Acute)**  **Head of Nursing**  **(Acute Services - Corporate)**  **Heads of Nursing**  **(Medicine & Surgery)**  **Professional Development Lead (Dementia & Falls)** |

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| **5. ROLE OF DIRECTORATE** |
| * To ensure NHS Fife provides good quality care to an agreed standard, delivered consistently, covering all aspects of healthcare, including the effectiveness of clinical practice, the environment in which it is delivered, and responsiveness to the needs of patients in Acute Services. * To provide expert advice and support on quality/professional nursing and AHP issues, specifically in the areas of dementia care and fall prevention across inpatient settings in Acute Services. * To ensure public and patient participation is included in planning services. |

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| **6. KEY RESULT AREAS** |
| **Clinical Role**   * Contribute to the development and implementation of local and national dementia and falls prevention strategies and standards. * Support clinical areas to identify areas for improvement and provide expert advice and guidance to facilitate the implementation of fall prevention and dementia care strategies. * Maintain effective systems of communication to disseminate research and good practice. * Foster a multi-professional collaborative environment that encourages service development and innovative practice related to dementia care and falls prevention. * Provide expert professional advice in the development of effective clinical practices and explore mechanisms for setting and reviewing standards for the care of people with dementia and those at risk of falls. * Work with senior charge nurses and team leaders to identify training needs specific to dementia and falls prevention. * Lead the development and provision of a range of educational/training interventions to address identified priorities. * Liaise with other services to support clinical practice and deliver education to support NMC, HPC registration, and delivery of educational frameworks (e.g., Promoting Excellence, Fall Prevention Modules). * Ensure a safe working environment, fulfilling the requirements of NHS Fife’s Health & Safety directives   **Leadership & Change Role**   * Provide professional advice on all nursing and AHP issues concerning dementia care and fall prevention across inpatient settings in Acute Services. * Develop workforce re-design plans, considering new roles, expanded roles, and nurse-led services. * Recognise and encourage innovative ideas, leading research and development both within and outside the department. * Continuously assess and evaluate dementia and falls prevention training programs to ensure effective learning and transfer of knowledge to clinical practice. * Liaise with Clinical Directors, Directorate Managers, Service Managers, and Heads of Nursing, Senior Nurses and AHPs leads to identify current and future developments in dementia care and falls prevention. * Facilitate staff in identifying areas for developing practice and support them in achieving necessary changes. * Foster a multi-professional collaborative environment that encourages service development and innovative practices in dementia care and fall prevention. * Maintain a high local and national profile within this field and ensure the recognition of NHS Fife through presentations at conferences and preparation of papers and publications.   **Education & Research**   * Promote a learning environment that supports innovation and encourages excellence in dementia care and falls prevention. * Lead the development and provision of educational/training interventions in response to identified priorities for dementia care and falls prevention. * Participate in the planning, continual assessment, and evaluation of educational programs to ensure learning, training, and development opportunities are effectively utilised. * Lead in nurse/AHP-led clinical audits related to dementia and falls prevention. |

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| **7a. EQUIPMENT AND MACHINERY** |
| * Personal Computer * Photocopier * Overhead Projector (OHP) * LCD Projector and Laptop * Other relevant educational materials and equipment for training and presentations |
| **7b. SYSTEMS** |
| * Electronic data storage, eg: Word, Access, Excel, PowerPoint, MS Teams * Collation of area profiles * Development of work plans and progress reports |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| The postholder will prioritise the daily workload in collaboration with the Head of Nursing (Acute Services – Corporate). Annual objectives and projects will be agreed with the Head of Nursing (Acute Services - Corporate). There will be regular appraisals and personal development planning reviews, involving two-way discussions on workload, objectives, and other relevant issues. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The postholder will have a high level of autonomy in decision-making related to workload planning and approach. * The postholder will identify issues or needs, anticipate problems, and take proactive steps to resolve them, with guidance available from the Head of Nursing (Acute Services – Corporate) * Make judgments and recommendations to the line manager on complex problems, proposing service changes where necessary. . |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Have a high degree of personal motivation and have the ability to develop and motivate staff. |

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| * Facilitating cultural change and motivating staff to embrace effective changes in practice related to dementia care and falls prevention. * Establishing and maintaining effective communication between all stakeholders, especially regarding falls prevention initiatives and dementia care strategies. * Managing change within an organization undergoing extensive re-design and modernization. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * Develop effective communication with staff at all levels, ensuring clear dissemination of information on dementia care and fall prevention practices. * Present complex information to groups of staff, students, and external stakeholders. * Develop effective networking within NHS Fife, across NHS Scotland, and with other external organisations related to dementia care and fall prevention.   *Internal to NHS:* Director of Nursing  Heads of Nursing  Consultant Nurses  Advanced Nurse / Clinical Pracitioners  Service Managers  Clinical Nurse Managers/ Lead Nurses General Managers  Practice & Professional Development Other relevant staff  *External:* Other \_Healthcare institutions and organisations NHS Education for Scotland  NHS Healthcare Improvement Scotland Higher and Further Education Institutions Local Authority and Social Work Agencies Nursing & Midwifery Council  Royal College of Nursing Alzheimer Scotland  Fife Carers Centre |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * Being dynamic and responsive to the needs of clinical staff and organizational priorities. * Frequent car travel between Acute Services sites and external organizations. * Carrying training equipment and materials to teaching venues. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * Professional qualification as a Registered Nurse or ANP, with substantial experience in dementia care and falls prevention. * Educated to degree level, preferably with or working towards a Master’s degree, with relevant professional qualifications. * Experience in leading and developing dementia care and fall prevention initiatives. * Experience in designing and delivering educational programs focused on dementia care and fall prevention. * Leadership skills, including facilitation and presenting experience. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder's Signature:  Head of Department Sionature: | Date:  Date: |

PERSON SPECIFICATION

**Job Title:** Professional Development Lead – Dementia and Falls Prevention

**Department:** Acute Services Division, Nursing Directorate, NHS Fife

**Location:** Victoria Hospital

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| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS TRAINING REGISTRATIONS RESEARCH PUBLICATIONS | First level qualification as a Registered Nurse and current registration with the NMC  Or  First Level qualification as a registered AHP and current registration with the HCP  First degree in relevant subject.  Specialist qualification or evidence of professional development in dementia and/or the care of older people. | Higher Degree – Master’s degree or evidence of attainment of Masters level education (SQF level 11), working towards achievement of the full Master’s degree.  Dementia Champion or Dementia Specialist Improvement Leader. |
| EXPEREINCE | Significant post registration experience in care of the older person of those affected by dementia.  Experience of assessment and management of older people and those with dementia.  Experience of working across professional boundaries in a flexible, respectful, creative way in order to improve services. | Experience of teaching/education of others.  Previous leadership experience.  Experience of practice and service development. |
| KOWLEDGE AND SKILLS | The post holder is required to demonstrate a high level of competence and excellence in professional leadership, expert practice, service development, education and training, and research and development. |  |
| PERSONAL QUALITIES/OTHER | Excellent communication skills.  Ability to interact and engage across a range of professional disciplines and agencies.  Empathy and understanding. |  |